

UNITED STATES GOVERNMENT

*Memorandum*

TO : DISTRIBUTION C

DATE: 24 February 1965

FROM : DIACS

SUBJECT: Office Furniture and Typewriters

1. Pursuant to a directive from the President, the General Services Administration has issued Temporary Regulation A-2 to limit the current rate of spending for new office furniture and typewriters, and to establish a moratorium on the purchase of filing cabinets. This temporary GSA regulation requests each Agency to: "(1) Halt acquisition of new office furniture and manual and electric typewriters for other than absolutely essential purposes. Upgrading for the purposes of improvement in appearance, office decor, status elevation, or desire for the latest design or more expensive lines are not to be construed as essential purposes. (2) Limit acquisitions from any source to essential requirements arising only from quantitative increases in on-board employment which result in a total Agency requirement for additional furniture or typewriters and will be limited to the least expensive lines." A copy of Temporary Regulation A-2 is enclosed.

2. To comply fully with the President's directive, the requisition records in this Agency must show that using offices have considered the provisions of this regulation and determined that their requests for equipment meet the criteria established.

3. Accordingly, requests for office furniture and typewriters must bear a certificate signed by the Assistant Director, Assistant Chief of Staff or separate Office Chief, as appropriate, substantially as follows:


"The office furniture and/or typewriter requested on this document is to fulfill an essential requirement arising from an increase in on-board personnel and its acquisition is consistent with the provisions of GSA Temporary Regulation A-2."

\_\_\_\_\_  
(Signature)

4. Requests for excess filing cabinets will be submitted only if operational requirements cannot be met through accelerated disposal of records, or the

use of substitute equipment; therefore, requests must bear a signed statement that the provisions of Temporary Regulation A-2 have been complied with and that your activity has no alternative to requesting excess cabinets. Requisitions for new filing cabinets will not be submitted.

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ALLAN L. REED  
REAR ADMIRAL, USN  
Chief of Staff

1 Enclosure a/s

*File fgh R. King - Hazel - Paul*

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DEFENSE INTELLIGENCE AGENCY

*Destroy Enclosure*

MAR 19 1965



*Records Administrator of  
Central Intelligence Agency*

*Low*

*The enclosed is fwd.  
for your info. per  
our previous discussions.*

*10K*  
ROBERT D. RICE, Chief  
RECORDS MANAGEMENT GROUP  
DIASA-5